INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Ga. Department of Corrections Facilities Div., Inmate Affairs Section	Application Number 86-12
Application Number	2 Martin Luther King Jr. Dr., S.E. Twin Towers East, 7th Floor Atlanta, GA 30334	Date Received: MAR 4 1986 Date Completed: MAR 2 5 1986

2. Person to Contact	Working Title	Telephone Number
Susan Davis	Records Management Officer	656-5561

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest	Latest
1972	Present

5. Records Series Title *(followed by title used in office; if different)*

Inmate Complaint, Grievance, and Disciplinary Appeal Investigative Reports File

6. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

The Inmate Affairs Section handles all complaints, grievances, and correspondence generated by the inmate population. The section investigates and assists in the resolution of inmate problems and ensures the availability of formal channels of communication and conflict resolution.

7. Record Series Description — This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Investigating Complaints, Grievances, and Disciplinary Appeals filed by all inmates, and to insure the review of G.S.P. inmate complaints by the G.S.P. Grievance Committee and the Department's Hearing Officer.

Included are: Inmate grievance form, complaint form, disciplinary appeal form, G.S.P. Grievance Committee report, Departmental Hearing Officer report for G.S.P. inmates, Investigation report, letter of disposition of complaint, grievance or disciplinary appeal.

File is arranged: Chronologically by year; then by Institution except for G.S.P. which is by Institution then by month.

8. Monthly Reference Rate — How often are records referred to which are:

One to six months old __120__; Seven to twelve months old __12__; Thirteen to twenty-four months old __4__; twenty-five months and older __1__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers __8 per yr.__; Shelves _____; Other *(specify)* _____

X		a. Is this the official copy of the series. If not, where is it?	
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.G.A. 42-5-36	
	X	c. Is this a vital record?	
X		d. Does this series have historical or long term research value?	
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?	
?	X	f. Is the information contained in this series ever published? If yes, attach copy.	
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. N/A Report to the Board of Corrections	
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Inmate Case History File	
	X	i. Is this series (or a major portion of it) regularly microfilmed?	
	X	j. Does the record series result in a computer printout?	

11. Retention Requirements   The following requires the series to be kept:

a. State Law   * _____ years.
b. Statute of limitation   _____ years.
c. Federal law   _____ years.

d. Audit period   _____ years.
e. Administrative need   4 _____ years.
f. Federal retention instructions   _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __See Below__ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

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Upon final disposition of case, remove from active file and place in
inactive file; cut off inactive file at end of each calendar year;
hold in current files area 4 years; then destroy.
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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		Susan Davis	12/9/85

86-12

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

	State Records Committee (Signature)	Date
State Auditor/Designee		3-21-86
Secretary of State/Designee	Edward Weldon	3/19/86
Attorney General/Designee		

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